Edit Student Performance - <u>**Button C**</u>

♦ Select Student.
♦ There are 2 Tabs near the top of the screen – Tasks and MLRs. Click on the Tab you want.
♦ Tasks (or MLRs) that already have a performance level recorded (for student selected) will appear.

Note: You can either edit the performance rating already assigned to a task for a student or you can reselect the task and assign a different rating for the same task. Both ratings will have the date data was entered. If you want to keep this kind of record, both ratings will show up on a student task report for that student. If you only want to keep a record of the latest performance rating, then edit existing task date rather than reselecting the task.

♦ To record performance on a new task, click the grey arrow at the right side of the first empty record. A list of Duties and Tasks will appear. The list is sorted by Duty area → scroll and select the task for which you want to record performance.

♦ DateAchvd fills automatically with today's date. To change it, highlight it and type in the date you want. You can copy and paste the date into subsequent records.

Screen at Button C

Right Click on gray arrow to delete task from student record.

Click here to activate pull down menu of Tasks and Duties

♦ To add/edit or delete tasks and MLR that have a performance level assigned from the Selected Student's record: Right Click gray arrow at leftside of the task you want to delete, select cut and when prompt comes "Are you Sure?" click yes.